



State Home Mortgage

OFFICIAL PAYOFF REQUEST FORM

Send by email to payoffs@dca.ga.gov or by regular mail to

State Home Mortgage, Attn: Payoff Request, 60 Executive Park South, NE, Atlanta, GA 30329

SECTION I TO BE COMPLETED BY MORTGAGOR

****ELECTRONIC SIGNATURES ARE NOT ACCEPTED****

SHM Loan Number: _____ Mortgage's Name(s): _____

Complete Property Address: _____

Date Submitted to SHM: _____ Request Submitted to State Home Mortgage by: ☐ Mail ☐ Fax ☐ Walk-in

Payoff requested for: ☐ 1st Mortgage(lien) Property: ☐ Occupied ☐ Vacant

☐ 2nd Mortgage(lien) - GEORGIA DREAM DOWNPAYMENT ASSISTANCE

Note: See Section 2 below if the 2nd lien is \$15,000

Payoff quote to be returned by: ☐ Email : _____

☐ Mail –(mailed quotes will be sent to the property address only)

☐ Fax - Fax quote to (_____) _____

(third party requests must contain a "wet signature" by the mortgagor or include a Signature Disclosure Statement with a "wet signature")

Requestor's contact number: (_____) _____ Name: _____

Good through date will be 30 days from date of request. If loan is not paid in full by the good through date a new quote must be requested.

ENTER A COMPLETE FORWARDING ADDRESS FOR THE BORROWER/MORTGAGOR ONLY:

SPECIAL NOTE: FINAL DEEDS WILL BE SENT TO THE FORWARDING ADDRESS INDICATED ABOVE.

REMAINING ESCROW FUNDS WILL BE DISBURSED 15 BUSINESS DAYS FROM THE PAYOFF DATE.

Signature: _____ Date signed: _____

(Note: if this is a THIRD PARTY request, the mortgagor must sign and date this form as authorization to release information within 90 days of the request)
(Signature Disclosure Statements are acceptable but must be dated within 90 days of the payoff request and contain a "wet signature")

All "completed" requests are returned within two business days

- Mailed Funds must be received in CERTIFIED FUNDS, CASHIER'S CHECK, or ATTORNEY'S ESCROW ACCOUNT
- Separate checks needed for 1st and 2nd liens
1st lien – make funds payable to State Home Mortgage 2nd lien – make funds payable to Georgia Housing and Finance Authority

SECTION 2 GEORGIA DREAM HARDEST HIT FUND (HHF) – Down Payment Assistance Program (DPA) - \$15,000

☐ 2nd Mortgage (lien) - HARDEST HIT FUND (HHF) - \$15,000

(check here if you are requesting a Payoff Quote – if you need additional information see below)

If you received a 2nd mortgage for Down Payment Assistance of 15,000 and your Security Deed references The Hardest Hit Fund (HHF) program, please contact hhfclosing@dca.ga.gov with your inquiries.



60 Executive Park South, NE, Atlanta, Georgia 30329-2231 | 1-800-781-8346

www.statehomemortgage.net

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